

Wayne County District Attorney's Office – Office Clerk – Full-time opportunity is available in the Wayne County Courthouse, 925 Court Street, Honesdale, PA 18431.

The above stated position shall constitute the following:

1. Shall be a Full Time Employee: 35.0 hours per week; Non-exempt Position; Covered by Court Appointed Employees Contract.
2. Such hours shall be: Daily presence in office from 8:30 a.m. to 4:30 p.m., with a one hour lunch, Monday through Friday. The position requires a broad scope of office endeavor: the entering in of data into multiple software systems with a special emphasis on the Common Pleas Case Management System (CPCMS), which requires good accounting skills; good English skills, attention to detail and accuracy in data input is necessary; good organizational skills and communication skills; possess competent computer skills and typing/keyboarding are required; good interpersonal skills; good grasp and comfort with current technologies and general office software; and must be able to work independently and is trustworthy.
3. Employee is subject to the county and policy manual and subject to supervision by the Wayne County District Attorney. Performs clerical duties as required by the Wayne County District Attorney and the office Chief Clerk.
4. Starting salary \$ 9.40/hr.
5. **Deadline for applications-May 27, 2014**, mail directly to Wayne County District Attorney's Office, Attention: Janine Edwards; 925 Court Street, Honesdale, PA 18431.

Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service, scheduling and receipting of payments.
3. Excellent typing/keyboarding skills and familiar with computer systems and standard office software.
4. Must be flexible with pleasant demeanor.
5. Criminal Record Background clearance.